

Hope SENTAMU LEARNING TRUST

SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY

THIS POLICY APPLIES TO THE HOPE SENTAMU LEARNING TRUST BOARD, THE CENTRAL TEAM, ALL TRUST SCHOOLS/ACADEMIES AND THE WORKFORCE DEVELOPMENT TEAM.

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Policy updates

Date	Page	Policy updates
Oct 2021		New policy

Our Vision for SEN Provision

This policy outlines the framework for the school/academy to meet its duty, obligation and principal equality values to provide a high-quality education to all of its pupils, including pupils with Special Educational Needs and Disabilities (SEND), and to do everything it can to meet the needs of pupils with SEND.

Through successful implementation of this policy, the school/academy aims to:

- Eliminate discrimination.
- Promote equal opportunities.
- Foster good relationships between pupils with SEND and pupils without SEND.

The school/academy will work with all key internal and external stakeholders, within the following principles, which underpin this policy:

- The involvement of pupils and their parents/carers in decision-making
- The identification of pupils' needs
- Collaboration between education, health and social care services to provide support
- High-quality provision to meet the needs of pupils with SEND
- Greater choice and control for pupils and their parents/carers over their support
- Successful preparation for adulthood, including independent living and employment

Signed by:

_____ Chief Executive Officer Date: _____

_____ Chair of Standards Committee Date: _____

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children and Families Act 2014
- Health and Social Care Act 2012
- Equality Act 2010
- The Equality Act 2010 (Disability) Regulations 2010
- Education Act 1996
- Education Act 2002

- Mental Capacity Act 2005
- Children Act 1989
- The Special Educational Needs and Disability (Amendment) Regulations 2015
- The Special Educational Needs (Personal Budgets) Regulations 2014
- The Special Educational Needs and Disability (Detained Persons) Regulations 2015
- Local Government Act 1974
- Disabled Persons (Services, Consultation and Representation) Act 1986
- Data Protection Act 2018
- The UK General Data Protection Regulation

1.2. This policy has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2021) 'Keeping children safe in education (2021)'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- DfE (2021) 'School Admissions Code'

1.3. This policy operates in conjunction with the following Trust/ school/academy policies:

- Admissions Policy (*school/academy policy*)
- Equality Objectives (*Trust-wide policy*)
- Data Protection (UK GDPR) Policy and Data Retention Schedule (*Trust-wide policy*)
- Student Mental Health and Wellbeing Policy (*Trust-wide policy*)
- Supporting Pupils with Medical Conditions and Adminstrating Medication Policy (*Trust-wide policy*)
- Child Protection and Safeguarding Policy (*Trust-wide policy*)
- Careers Policy (*school/academy policy*)
- Exclusion Policy (*Trust-wide policy*)
- Behaviour and Anti-Bullying Policy (*Trust-wide policy*)
- Complaints Procedure and Policy (*Trust-wide policy*)
- Accessibility Plan (*school/academy document*)

2. Identifying SEND

- 2.1. The school/academy has a clear approach to identifying and responding to SEND, and recognises that early identification and effective provision improves long-term outcomes for the pupils.
- 2.2. With the support of the Senior Leadership Team (SLT), classroom teachers will conduct regular progress assessments for all pupils, with the aim of identifying pupils who are making less than expected progress.
- 2.3. 'Less than expected progress' will be characterised using the following stipulations:
 - Progress is significantly slower than the class average, from the same baseline
 - Progress does not match or better the pupil's previous rate of progress
 - Progress fails to close the attainment gap within the class
 - The attainment gap is widened by the plateauing of progress

The Trust have identified an entry and exit criteria list.

3. Definitions

The Code of Practice 2015 defines SEND as:

"A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age. Making higher quality teaching normally available to the whole class is likely to mean that fewer pupils will require such support. Such improvements in whole-class provision tend to be more cost effective and sustainable. Schools should assess each pupil's current skills and levels of attainment on entry, building on information from previous settings and key stages where appropriate. At the same time, schools should consider evidence that a pupil may have a disability under the Equality Act 2010 and, if so, what reasonable adjustments may need to be made for them."

- Significantly greater difficulty in learning than most others of the same age.
 - Disability or health condition that prevents or hinders them from making use of educational facilities used by peers of the same age.
- 3.1. Under the Equality Act 2010, a disability is a physical or mental impairment which has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities.
 - 3.2. The school/academy reviews how well equipped we are to provide support across the following areas:
 - Communication and interaction
 - Cognition and learning
 - Social, emotional and mental health difficulties
 - Sensory and physical needs

Communication and interaction

- 3.3. Pupils with speech, language and communication needs (SLCN) have difficulty in communicating with others, often because they have difficulty saying what they want, they cannot understand what is being said to them, or they do not understand or use social rules of communication.
- 3.4. The school/academy recognises that:
- Pupils with Autism Spectrum Disorder (ASD), including Asperger's Syndrome and Autism, can have particular difficulties with social interaction.
 - The profile for every pupil with SLCN is different and their needs may change over time. They may have difficulty with one, some, or all the different aspects of speech, language or social communication at different times of their lives.
- 3.5. The Special Educational Needs Co-ordinator (SENCo) will work with pupils, parents/carers, and language and communication experts where necessary to ensure pupils with SLCN reach their potential.

Cognition and learning

- 3.6. Pupils with learning difficulties may require support – the school/academy will offer learning support in line with Trust procedures.
- 3.7. The school/academy understands that learning difficulties cover a wide range of needs, such as moderate learning difficulty (MLD), severe learning difficulty (SLD) and profound and multiple learning disabilities (PMLD). The SENCo will ensure that any provision offered will be suitable to the needs of the pupil.
- 3.8. Specific learning difficulties (SpLDs) affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

Social, emotional and mental health (SEMH) difficulties

- 3.9. Pupils may experience a wide range of social and emotional difficulties that manifest themselves in many ways, including becoming withdrawn or isolated, or displaying challenging, disruptive and disturbing behaviour across a variety of settings. The school/academy recognises that these behaviours may reflect underlying mental health difficulties such as anxiety or depression, and the school/academy will implement a Student Mental Health and Wellbeing Policy to support pupils with these difficulties.
- 3.10. The school/academy will ensure that provisions and allowances are made for the ways in which these mental health difficulties can influence the behaviour of pupils with SEND within the Trust's Behaviour and Anti-Bullying Policy, including how we will manage the effect of any disruptive behaviour so that it does not adversely affect other pupils.

Sensory or physical needs

3.11. Impairments that prevent or hinder pupils from using the school/academy facilities, such as vision impairment (VI), do not necessarily have SEND. The school/academy will ensure staff understand that:

- Some conditions can be age-related and can fluctuate over time.
- A pupil with a disability is covered by the definition of SEND if they require special educational provision.

3.12. Under The Equality Act 2010 (Disability) Regulations 2010, the following conditions do not constitute a disability:

- A tendency to set fires
- A tendency to steal
- A tendency to commit physical or sexual abuse towards others
- Exhibitionism
- Voyeurism

3.13. The school/academy recognises, however, that pupils who have sensory or physical impairments may require specialist support or equipment to access their learning, regardless of whether or not their impairment falls under the SEND definition, and the SENCo will ensure that their support needs are being met.

4. Objectives

4.1. The school/academy will meet the core aims of this policy by achieving the following strategic and measurable objectives:

- To follow the graduated approach outlined in the DfE's 'Special educational needs and disability code of practice: 0 to 25 years'
- To monitor the progress of all pupils to aid the earliest possible identification of SEND

5. Roles and responsibilities

5.1. The Trust Board will be responsible for:

- Consulting with pupils with SEND and their parents/carers when reviewing processes and procedures that affect them.
- Ensuring that effective provision is in place for all pupils with SEND, whether or not they have an EHC plan.
- Securing the special educational provision called for by a pupil's SEND.

- Designating an appropriate member of staff to be the SENCo and having responsibility for coordinating provision for pupils with SEND.
- Appointing a designated teacher for LAC, where appropriate.
- Ensuring that reasonable adjustments are made for pupils with disabilities to help alleviate any substantial disadvantage they experience because of their disability.
- Taking necessary steps to ensure that pupils with disabilities are not discriminated against, harassed or victimised, e.g. in line with the Data Protection (UK GDPR) Policy.
- Preparing the arrangements for the admission of pupils with SEND and the facilities provided to enable access to the school/academy for pupils with disabilities.
- Regularly monitoring the school's/academy's policies and procedures, to review their impact on pupils with SEND, including on their mental health and wellbeing.
- Ensuring that each school/academy prepares an Accessibility Plan (every three years), showing how the school/academy intends to progressively improve access over time.
- Publishing annual information setting out the measures and facilities to assist access for pupils with disabilities on the school's/academy's website.
- Publishing annual information about the arrangements for the admission of pupils with SEND, the steps taken to prevent pupils being treated less favourably than others, the facilities provided to assist pupils with SEND, and the school's/academy's Accessibility Plan on the school's/academy's website.
- Developing complaints procedures which, along with details about appealing to the SEND tribunal, will be made known to parents/carers and pupils.
- Providing suitable, full-time education from the sixth day of a fixed permanent exclusion of a pupil with SEND, in line with their Education Health Care (EHC) plan.
- Ensuring arrangements are in place to support pupils at school/academy with medical conditions, in line with the Trust's Supporting Pupils with Medical Conditions and Administering Medication Policy.
- Cooperating with the Local Authority (LA) in drawing up and reviewing the Local Offer.
- Appointing an individual governor or sub-committee to oversee the school's/academy's arrangements for SEND.
- Ensuring each school/academy produces an annual SEND information report and that this is published on the school's/academy's website.

5.2. The Headteacher/Principal will be responsible for:

Headteachers Standards 5

Additional and special educational needs and disabilities

- ensure the school/academy holds ambitious expectations for all pupils with additional and special educational needs and disabilities.

- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- ensure the school/academy works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- ensure the school/academy fulfils its statutory duties with regard to the SEND code of practice.
- Ensuring that those who are teaching or working with pupils with SEND are aware of their needs and have arrangements in place to meet them.
- Ensuring that teachers monitor and review pupils' progress during the academic year.
- Cooperating with the LA during annual EHC plan reviews.
- Ensuring that the SENCo has sufficient time and resources to carry out their functions.
- Providing the SENCo with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
- Assisting the Local Governing Committee (LGC) in appointing a designated teacher for LAC, who will work closely with the SENCo to ensure that the needs of the pupils are fully understood by relevant school/academy staff.
- Regularly and carefully reviewing the quality of teaching for pupils at risk of underachievement, as a core part of the school's/academy's performance management arrangements.
- Ensuring that teachers understand the strategies to identify and support vulnerable pupils.
- Ensuring teachers have an established understanding of different types of SEND.
- Ensuring that procedures and policies for the day-to-day running of the school/academy do not directly or indirectly discriminate against pupils with SEND.
- Ensuring that pupils with SEND and their parents are actively supported in contributing to needs assessments, and developing and reviewing EHC plans.
- Establishing and maintaining a culture of high expectations and including pupils with SEND in all opportunities available to other pupils.
- Ensuring that the approach to the curriculum includes how it is made accessible for pupils with SEND.
- Consulting health and social care professionals, pupils, and parents to ensure the needs of pupils with medical conditions are effectively supported.
- Keeping parents and relevant teachers up-to-date with any changes or concerns involving a pupil, considering the Trust's Data Protection (UK GDPR) Policy.

- Identifying any patterns in the identification of SEND within the school/academy and comparing these with national data.
- Reporting to the LGC on the impact of SEND policies and procedures, including on pupils' mental health and wellbeing.
- Ensuring that the SENCo is provided with training, with an emphasis on mental health, on an annual basis.

5.3. The SENCo will be responsible for:

- Collaborating with the LGC and Headteacher/Principal, as part of the SLT, to determine the strategic development of the SEND Policy and provision in the school/academy.
- Working with the relevant governors and the Headteacher/Principal to ensure that the school/academy meets its responsibilities under the Equality Act 2010, regarding reasonable adjustments and access arrangements.
- The day-to-day operation and implementation of the SEND Policy.
- Coordinating the specific provision made to support individual pupils with SEND, including those with EHC plans.
- Liaising with the relevant, designated teachers where LAC have SEND.
- Advising on a graduated approach to providing SEND support.
- Advising on the deployment of the school's/academy's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with the parents/carers of pupils with SEND.
- Liaising with early years' providers, other schools/academies, educational psychologists, health and social care professionals, and independent or voluntary bodies, as required.
- Being a key point of contact for external agencies, especially the LA and LA support services.
- Liaising with the potential future providers of education to ensure that pupils and their parents/carers are informed about the options, and a smooth transition is planned.
- Drawing up a one-page profile/ Pupil Progress Plans (PPP) of a pupil with SEND.
- Providing professional guidance to colleagues and working closely with staff members, parents/carers and other agencies, including SEND charities.
- Being familiar with the provision in the Local Offer and being able to work with professionals who are providing a supporting role to the family.
- Ensuring, as far as possible, that pupils with SEND take part in activities run by the school/academy, together with those who do not have SEND.

- Ensuring that the school/academy keeps the records of all pupils with SEND up-to-date, in line with the Trust's Data Protection (UK GDPR) Policy and Data Retention Scheme.
- Informing the parents/carers of pupils with SEND, who do not have an EHC plan, that SEND provision is being made.
- In collaboration with the Headteacher/Principal, identifying any patterns in the identification of SEND within the school/academy and comparing these with national data.
- Participating in training and CPD opportunities, some of which emphasise mental health to a greater extent.
- Providing training to relevant class teachers.
- Supporting teachers in the further assessment of a pupil's particular strengths and weaknesses, and advising on effective implementation of support.

5.4. Teachers will be responsible for:

- Teachers standards in line with the definition from the Code of Practice 2015. Quality First teaching is impactful and every teacher is responsible for children with SEND.

Teachers Standards 5

Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an Additional Language (EAL); those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Planning and reviewing support for pupils with SEND on a graduated basis, in collaboration with parents/carers, the SENCo and, where appropriate, the pupils themselves.
- Setting high expectations for every pupil and aiming to teach them the full curriculum, whatever their prior attainment.
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving.

- Ensuring every pupil with SEND is able to study the full national curriculum appropriate to their special education need and/or disability.
- Being accountable for the progress and development of the pupils in their class.
- Being aware of the needs, outcomes sought, and support provided to any pupils with SEND they are working with.
- Understanding and implementing strategies to identify and support vulnerable pupils with the support of the SENCo.
- Keeping the relevant figures of authority up-to-date with any changes in behaviour, academic developments and causes of concern. The relevant figures of authority include the Headteacher/Principal.

6. Children with specific circumstances

Looked After Children (LAC) and Previously Looked After Children (PLAC)

- 6.1. Pupils at the school/academy who are being accommodated, or who have been taken into care, by the LA are legally defined as being 'looked after' by the LA.
- 6.2. The school/academy recognises that pupils that have SEND are more likely to be 'looked after', and it is likely that a significant proportion of them will have an EHC plan.
- 6.3. The school/academy has a designated member of staff for coordinating the support for LAC and PLAC.
- 6.4. Where that role is carried out by a person other than the SENCo, designated teachers will work closely with the SENCo to ensure that the implications of a child being both looked after and having SEND are fully understood by relevant school/academy staff.

English as an Additional Language (EAL)

- 6.5. The school/academy will give particular care to the identification and assessment of the SEND of pupils whose first language is not English.
- 6.6. The school/academy will consider the pupil within the context of their home, culture and community.
- 6.7. Where there is uncertainty about an individual pupil, the school/academy will make full use of any local sources of advice relevant to the language group concerned, drawing on community liaison arrangements wherever they exist.
- 6.8. The school/academy appreciates having EAL is not equated to having learning difficulties. At the same time, when pupils with EAL make slow progress, it will not be assumed that their language status is the only reason; they may have SEND.
- 6.9. The school/academy will look carefully at all aspects of a pupil's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in

their command of English or arise from SEND. This will be the responsibility of the EAL coordinator.

7. Admissions

- 7.1. The school/academy will ensure it meets its duties set under the 'School Admissions Code' by:
- Not refusing admission for a child that has named the school/academy in their EHC plan.
 - Considering applications from parents/carers of children who have SEND but do not have an EHC plan.
 - Not refusing admission for a child who has SEND but does not have an EHC plan because the school/academy does not feel able to cater for those needs.
 - Not refusing admission for a child who does not have an EHC plan.
 - Adopting fair practices and arrangements in accordance with the 'School Admissions Code' for the admission of children without an EHC plan.
- 7.2. Arrangements for the fair admissions of pupils with SEND are outlined in the Admissions Policy and will be published on the school/academy website.

8. Involving pupils and parents/carers in decision-making

- 8.1. Parents/carers of pupils with SEND will be encouraged to share their knowledge of their child; the Headteacher/Principal and SENCo will aim to give them the confidence that their views and contributions are valued and will be acted upon.
- 8.2. Parents/carers will always be formally notified when the school/academy provides their child with SEND support. Decisions on whether the school/academy will commission added provisions will be discussed thoroughly with the LA, parents/carers and, when appropriate, the pupil involved.
- 8.3. Decisions about education will not unnecessarily disrupt a pupil's education or any health treatment underway.
- 8.4. The planning that the school/academy implements will help parents/carers and pupils with SEND express their needs, wishes and goals, and will:
- Focus on the pupil as an individual, not allowing their SEND to become a label.
 - Be easy for pupils and their parents/carers to understand by using clear, ordinary language and images, rather than professional jargon.
 - Highlight the pupil's strengths and capabilities.
 - Enable the pupil, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in the future.

- Tailor support to the needs of the individual.
- Organise assessments to minimise demands on parents/carers.
- Bring together relevant professionals to discuss and agree together the overall approach.

8.5. The class teacher(s)/relevant member of staff supported by the SENCo - when appropriate, will gather pupil voice and meet with parents/carers three times per academic year to set clear outcomes, review progress, discuss activities and support, and identify parental responsibilities.

9. Joint commissioning, planning and delivery

- 9.1. The school/academy is committed to ensuring that pupils with SEND can achieve their ambitions and the best possible educational outcomes, as well as other opportunities, such as securing employment and living as independently as possible.
- 9.2. The school/academy will work closely with local education, health and social care services to ensure pupils get the right support.
- 9.3. The school/academy will assist the LA in carrying out their statutory duties under the Children and Families Act 2014, by ensuring that services work together where this promotes children and young people's wellbeing or improves the quality of special educational provision (Section 25 of the Children and Families Act 2014).
- 9.4. The school/academy will draw on the wide range of local data sets about the likely educational needs of pupils with SEND to forecast future needs, including:
- Population and demographic data.
 - Prevalence data for different kinds of SEND among children and young people at the national level.
 - Numbers of local children with EHC plans and their main needs.
 - The numbers and types of settings locally that work with or educate pupils with SEND.
 - An analysis of local challenges or sources of health inequalities.
- 9.5. The Trust's Data Protection (UK GDPR) Policy will be adhered to at all times.
- 9.6. The school/academy will plan, deliver and monitor services against how well outcomes have been met, including, but not limited to:
- Improved educational progress and outcomes for pupils with SEND.
 - Increasing the identification of pupils with SEND prior to school/academy entry.

- 9.7. Where pupils with SEND also have a medical condition, their provision will be planned and delivered in coordination with the EHC plan.
- 9.8. SEND support will be adapted and/or replaced depending on its effectiveness in achieving the agreed outcomes.

10. Funding

- 10.1. The school/academy will allocate the appropriate amount of core per-pupil funding and notional SEND budget outlined in the Local Offer for the SEND provision of its pupils.
- 10.2. Personal budgets are allocated from the LA's high needs funding block; the school/academy will continue to make SEND provision from its own budgets, even if a pupil has an EHC plan.

11. Local Offer

- 11.1. The school's/academy's LGC will collaborate with and support the LA in developing and reviewing the Local Offer, where necessary and appropriate, to ensure that it is:
 - **Collaborative:** Where appropriate, the school/academy will work with LAs, parents/carers and pupils in developing and reviewing the Local Offer. The academy/school will also cooperate with those providing services.
 - **Accessible:** The school/academy will collaborate with the LA during development and review to ensure that the LA's Local Offer is easy to understand, factual and jargon-free; is structured in a way that relates to pupils' and parents'/carers' needs, e.g. by broad age group or type of special educational provision; and is well signposted and publicised.
 - **Comprehensive:** The school/academy will help to ensure that parents and pupils understand what support can be expected to be available across education, health and social care from age 0 to 25 and how to access it. The academy/school will assist the LA in ensuring that the Local Offer includes eligibility criteria for services, where relevant, and makes it clear where to go for information, advice and support, as well as how to make complaints about provision or appeal against decisions.
 - **Up-to-date:** The school/academy will work with the LA to review the Local Offer to ensure that, when parents/carers and pupils access the Local Offer, the information is up-to-date.
- 11.2. The school/academy will provide the LA with information about their existing SEND provision and capabilities to support pupils with SEND to aid in the drafting of the Local Offer, where required.

<https://www.yor-ok.org.uk/families/Local%20Offer/sendlocaloffer>

12. Graduated approach

- 12.1. Once a pupil with SEND has been identified, the school/academy will employ a graduated approach to meet the pupil's needs by:
- Establishing a clear assessment of the pupil's needs.
 - Planning, with the pupil's parents/carers, the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review.
 - Implementing the interventions, with the support of the SENCo.
 - Reviewing the effectiveness of the interventions and making any necessary revisions.

13. Assessment

The Trust's schools/academies have a range of assessments and appropriately qualified assessors to administer the relevant psycho metric.

The school/academy will, in consultation with the pupil's parents/carers, request a statutory assessment of SEND where the pupil's needs cannot be met through the resources normally available within the school/academy.

- 13.1. Consideration of whether SEND provision is required, and thus an EHC plan, will start with the desired outcomes and the views of the parents/carers and pupil.
- 13.2. The school/academy will meet its duty to respond to any request for information relating to a statutory assessment within six weeks of receipt.
- 13.3. The school/academy will gather advice from relevant professionals about the pupil concerned, including their education, health and care needs, desired outcomes and any special education, health and care provision that may be required to meet their identified needs and achieve desired outcomes.
- 13.4. In tracking the learning and development of pupils with SEND, the school/academy will:
- Base decisions on the insights of the pupil and their parents/carers.
 - Set pupils challenging targets.
 - Track pupils' progress towards these goals.
 - Review additional or different provisions made for them.
 - Promote positive personal and social development outcomes.
 - Base approaches on the best possible evidence and ensure that they are having the required impact on progress.

- 13.5. Detailed assessments will identify the full range of the individual's needs, not just the primary need.
- 13.6. Where possible, pupils' needs will be defined under the 'Special educational needs and disability code of practice: 0 to 25 years' broad areas of need:
- Communication and interaction
 - Cognition and learning
 - Social, emotional and mental health difficulties
 - Sensory and/or physical needs
- 13.7. Where a pupil continually makes little or no progress, or is working substantially below expected levels, the school/academy will consult with parents/carers before involving specialists.

14. Training

- 14.1. Relevant staff members will keep up-to-date with any necessary training, which will be provided by the SENCo, as well as external agencies, where appropriate.
- 14.2. Training will cover both the mental and physical needs of pupils with SEND.
- 14.3. The training offered will be delivered to ensure equality, diversity, understanding and tolerance.
- 14.4. Mental health will be a key consideration for all training that the SENCo participates in, along with any training that staff are given.
- 14.5. During staff induction, all staff will receive SEND training.
- 14.6. Training will cover the following:
- Identifying SEND in pupils
 - Liaising with the school's/academy's SENCo
 - Implementing support measures
 - Monitoring the success of those support measures
 - De-escalation techniques
 - Restraining techniques

 - How to develop peaceful learning environments
 - How to develop lessons so they are engaging for pupils with varying forms of SEND
 - Reasonable adjustments
 - How to help with emotional development

15. Promoting mental health and wellbeing

- 15.1. The school/academy will implement a Student Mental Health and Wellbeing Policy.
- 15.2. The school/academy will ensure that there is a focus on promoting pupils' resilience, confidence and ability to learn in subjects across the curriculum.
- 15.3. Positive classroom management and working in small groups will be implemented to promote positive behaviour, social development and high self-esteem.
- 15.4. Specialist services will may be available where a pupil requires such services if behaviours are prevalent across a variety of settings.
- 15.5. Where appropriate, the school/academy will support parents/carers in the management and development of their child. By signposting to local services e.g. Early Help.
- 15.6. Peer mentoring will be used to encourage and support pupils suffering with Social, Emotional and Mental Health (SEMH) difficulties. Mentors will act as a confidant with the aim of easing the worries of their mentee.
- 15.7. When in-school intervention is not appropriate, referrals and commissioning will be used instead. The school/academy will continue to support the pupil as best it can.
- 15.8. For pupils with more complex problems, additional in-school support will include:
 - Supporting the pupil's teacher, to help them manage the pupil's behaviour.
 - When appropriate additional educational one-to-one support for the pupil. Will be considered.
 - When appropriate one-to-one therapeutic work with the pupil, delivered by mental health specialists.
 - An Individual Healthcare Plan (IHP). All schools/academies must comply with the statutory duty of caring for pupils with medical needs.
 - Providing professional mental health recommendations, e.g. regarding medication.
 - Family support and/or therapy, upon the recommendation of mental health professionals.
- 15.9. The school/academy will consider whether disruptive behaviour is a manifestation of SEMH needs.
- 15.10. The school/academy will focus on work that helps to build self-esteem and self-discipline with the aim of addressing disruptive behaviour.

16. EHC plans

- 16.1. The school/academy will fully cooperate with the LA when research about the pupil is being conducted.
- 16.2. The school/academy will provide the LA with any information or evidence needed.
- 16.3. All relevant teachers will be involved in contributing information to the LA.
- 16.4. Where the LA provides a pupil with an EHC plan, the school will involve the parents/carers and the pupil in discussions surrounding how the school/academy can best implement the plan's provisions to help the pupil thrive in their education, and will discern the expected impact of the provision on the pupil's progress.
- 16.5. The school/academy will meet its duty to provide views on a draft EHC plan within 15 days.
- 16.6. If the decision is taken not to issue an EHC plan, the academy/school will consider and implement the recommendations of feedback from the LA regarding how the pupil's outcomes can be met through the school's/academy's existing provision.
- 16.7. If the LA decides not to issue an EHC plan, the parents/carers of the pupil, or the pupil themselves, will be informed within a maximum of 16 weeks from the initial request of an EHC assessment.
- 16.8. The school/academy will admit any pupil that names the school/academy in an EHC plan or EHC needs assessment process.
- 16.9. The school/academy will ensure that all those teaching or working with a pupil named in an EHC plan are aware of the pupil's needs and that arrangements are in place to meet them.
- 16.10. All reasonable provisions will be taken by the school/academy to provide a high standard of education.
- 16.11. Staff will be briefed about any potential problems and a procedure will be put into place to deal with certain situations.
- 16.12. The school/academy will specify short-term targets sought for a pupil in terms of specific, measurable, achievable, realistic and time-bound (SMART) outcomes.
- 16.13. The school/academy will review each pupil's EHC plan to ensure that it includes the statutory sections outlined in the 'Special educational needs and disability code of practice: 0 to 25 years', labelled separately from one another.

- 16.14. If a pupil's needs significantly change, the school/academy SENCo will request a re-assessment of an EHC plan at least six months after an initial assessment. Thereafter, the LGC or Headteacher/Principal in consultation with the SENCo will request the LA to conduct a re-assessment of a pupil whenever they feel it is necessary. Following the re-assessment, a final EHC plan will be issued within 14 weeks from the request being made.
- 16.15. The school/academy will ensure that any EHC plan information is kept confidential and disclosed on a need-to-know basis.
- 16.16. Information regarding a pupil's EHC plan will only be shared with other educational settings if the pupil is transferring there, for the setting to develop an individual learning plan.
- 16.17. The school/academy will take steps to ensure that pupils and parents/carers are actively supported in developing and reviewing EHC plans.
- 16.18. Where necessary, the school/academy will provide support from an advocate to ensure the pupil's views are heard and acknowledged.
- 16.19. The school/academy will ensure that parents/carers are consistently kept involved throughout the implementation of an EHC plan.
- 16.20. The school/academy will ensure that the whole process of an EHC needs assessment and development takes no longer than 20 weeks from when the initial request was received.

17. Reviewing the EHC plan

17.1. The school/academy will:

- Cooperate with the relevant individuals to ensure an annual review meeting takes place, including convening the meeting on behalf of the LA if requested.
- Ensure that the appropriate people are given at least two weeks' notice of the date of the meeting.
- Contribute any relevant information and recommendations about the EHC plan to the LA, keeping parents/carers involved at all times.
- Ensure that sufficient arrangements are put in place at the school/academy to host the annual review meeting.
- Cooperate with the LA during annual reviews.
- Lead the review of the EHC plan in order to create the greatest confidence amongst pupils and their parents/carers.
- Seek advice and information about the pupil prior to the annual review meeting from all parties invited, and send any information gathered to all those invited, at least two weeks in advance of the meeting.

- Prepare and send a report of the meeting to everyone invited within four weeks of the meeting, which sets out any recommendations and amendments to the EHC plan.
- Provide the LA and parents/carers with any evidence to support the proposed changes and giving those involved at least 15 days to comment and make representations.
- Clarify to the parents/carers and pupil that they have the right to appeal the decisions made in regard to the EHC plan.

18. Safeguarding

- 18.1. The school/academy recognises that evidence shows children with SEND are at a greater risk of abuse and maltreatment and will ensure that staff are aware that pupils with SEND:
- Have the potential to be disproportionately impacted by behaviours such as bullying.
 - May face additional risks online, e.g. from online bullying, grooming and radicalisation.
 - Are at greater risk of abuse, including, but not limited to, neglect and sexual violence or harassment.
- 18.2. The school/academy recognises that there are additional barriers to recognising abuse and neglect in this group of pupils. These barriers include, though are not limited to, any communication difficulties the pupil may experience, and the common assumption that indicators of possible abuse are related to the pupil's complex needs or disability without further exploration, e.g. peer group isolation, injury, and changes to behaviour and mood.
- 18.3. The Headteacher/Principal and LGC will ensure that the Trust's Child Protection and Safeguarding Policy reflects the fact that these additional barriers can exist when identifying abuse.
- 18.4. Care will be taken by all staff, particularly those who work closely with pupils with SEND, to notice any changes in behaviour or mood, or any injuries, and these indicators will be investigated by the Designated Safeguarding Lead (DSL) in collaboration with the SENCo.

19. Transferring between different phases of education

- 19.1. EHC plans will be reviewed and amended in sufficient time prior to a pupil moving between key phases of education, to allow for planning for and, where necessary, commissioning of support and provision at the new phase.
- 19.2. The review and amendments will be completed by the date specified by the respective Local Authority - this can happen at different times if it is an in-year transfer.
- 19.3. The key transfers are as follows:

- Early years provider to school
- Infant school to junior school
- Primary school to middle school
- Primary school to secondary school
- Middle school to secondary school

20. SEND tribunal

- 20.1. All disagreements about an EHC plan will be attempted to be resolved as quickly as possible, without the pupil's education suffering.
- 20.2. In all cases, the Trust's written Complaints Procedure and Policy will be followed first, allowing for a complaint to be considered informally at first. This should be before a tribunal.
- 20.3. Following a parent's/carer's serious complaint or disagreement about the SEND provisions being supplied to a pupil, the school/academy will contact the LA immediately to seek disagreement resolution advice, regardless of whether an EHC plan is in place.
- Where necessary, the Headteacher/Principal will make the relevant parties aware of the disagreement resolution service.
 - Parents/carers are made aware that Ofsted can consider complaints relating to whole school SEND early years provision, if the problem has not been resolved informally.
- 20.4. The school/academy will meet any request to attend a SEND tribunal and explain any departure from its duties and obligations under the 'Special educational needs and disability code of practice: 0 to 25 years'.
- 20.5. Following the use of informal resolutions, the case will be heard in front of three people, one of whom must be independent of the management and running of the school/academy.
- 20.6. If disagreements are not resolved at a local level, the case will be referred to the DfE.
- 20.7. The school/academy will fully cooperate with the LA by providing any evidence or information that is relevant.
- 20.8. All staff involved in the care of the pupil will cooperate with parents/carers to provide the pupil with the highest standard of support and education.

21. Supporting successful preparation for adulthood

- 21.1. The school/academy will ensure that pupils are supported to make a smooth transition to whatever they will be doing next, e.g. moving on to higher education.
- 21.2. The school/academy will engage with secondary schools, as necessary, to help plan for any transitions.
- 21.3. The academy/school will transfer all relevant information about pupils to any educational setting that they are transferring to.
- 21.4. If a pupil has been excluded, the school/academy has a duty to arrange suitable, full-time education from the sixth day of a fixed period exclusion and to provide full details of any SEND provisions necessary, in accordance with the Trust's Exclusion Policy.
- 21.5. If it is in the best interest of the pupil, the school/academy may commission alternative provision, in line with any EHC plans in place, for pupils who face barriers to participate in mainstream education.
- 21.6. The school/academy will take an active role in preparing pupils with SEND for their transition into adult life, preparing them to achieve their ambitions in terms of Higher Education (HE), Further Education (FE) or employment, taking responsibility for their health, where they will live, their relationships, their finances, social integration and independence.
- 21.7. The school's/academy's Careers Policy will include details on how the school/academy will work with pupils with SEND to ensure they are prepared for the workplace at secondary provision.

22. Data and record keeping

- 22.1. The school's/academy's records will:
 - Include details of SEND, outcomes, action, agreed support, teaching strategies and the involvement of specialists, as part of its standard management information system to monitor the progress, behaviour and development of all pupils.
 - Maintain an accurate and up-to-date register of the provision made for pupils with SEND.
 - Show all the provisions the school/academy makes which is different or additional to that offered through the school curriculum on a provision map.
- 22.2. The school/academy keeps data on the levels and types of need within the school/academy and makes this available to the LA.
- 22.3. The SEND information report will be prepared and co-produced by the SENCo and LGC, and will be published on the school/academy website; it will include all the information outlined in paragraphs 6.79 and 6.83 of the 'Special educational needs and disabilities code of practice: 0 to 25 years'.

22.4. All information will be kept in accordance with the Trust's Data Protection (UK GDPR) Policy and the Data Retention Schedule.

23. Confidentiality

23.1. The school/academy will not disclose any EHC plan without the consent of the pupil's parents/carers, except for disclosure:

- To a SEND tribunal when parents/carers appeal, and to the Secretary of State under the Education Act 1996.
- On the order of any court for any criminal proceedings.
- For the purposes of investigations of maladministration under the Local Government Act 1974.
- To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986, or from the Children Act 1989 relating to safeguarding and promoting the welfare of children.
- To Ofsted inspection teams as part of their inspections of schools and LAs.
- To any person in connection with the pupil's application for students with disabilities allowance in advance of taking up a place in HE.
- To the Headteacher/Principal (or equivalent position) of the setting at which the pupil is intending to start their next phase of education.

23.2. The school/academy will adhere to the Data Protection (UK GDPR) Policy at all times.

24. Resolving disagreements

24.1. The school/academy is committed to resolving disagreements between pupils and the school/academy.

24.2. In carrying out of duties, the school/academy:

- Supports early resolution of disagreements at the local level.
- Explains the independent disagreement resolution arrangements in our Complaints Procedure and Policy, which is available for disagreements across special educational provision, and health and care provision in relation to EHC plans and tribunals.

24.3. The Trust's Complaints Procedures and Policy will be published on the school/academy website; additionally, the school/academy will publish details regarding how complaints from parents/carers of children with SEND will be handled.

25. Publishing information

- 25.1. The school/academy will publish information on the school/academy website about the implementation of this policy.
- 25.2. The LGC will publish details of the SEND information report on the school/academy website.
- 25.3. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

26. Monitoring and review

- 26.1. The policy is reviewed on an **annual** basis by the **Standards Committee**; any changes made to this policy will be communicated to all members of staff, parents/carers of pupils with SEND, and relevant stakeholders.
- 26.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.